

1. Summary Page

a. Project Title

Support for TRI Capacity Building, Education and Outreach, and Clearinghouse

b. Applicant Information

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c. Funding Requested

\$200,000 annually for five years

d. Total Project Cost

Total project cost \$1.35 million, with \$1 million in funding from EPA, \$250,000 from other sources in the form of sponsorship for meal functions and nominal registration fees for the TRI National Training Conference, and \$100,000 of in-kind support.

e. Project Period

July 1, 2008-June 30, 2013

2. Narrative Work Plan

a. Project Summary/Approach:

- i. **Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.**

Project Summary/Action and Methods

Overview

The Environmental Council of the States (ECOS) proposes to undertake a three-part TRI project for the next five years covering capacity building, education and outreach, and clearinghouse development and operation.

In the area of capacity building, ECOS will coordinate with a variety of non-federal organizations that share common goals relating to the control of toxic substances to support education and outreach and clearinghouse efforts. Coordination will be accomplished via a newly developed LISTSERV as well as phone conversations and face-to-face meetings with key partners. ECOS will secure opportunities to present TRI information at regular meetings of these associations (as well as regular ECOS membership meetings) in order to develop ties and promote general awareness of the TRI program. In the area of education and outreach, ECOS will once again work with the U.S. EPA TRI Program to organize and conduct annual TRI National Training Conferences that seek to increase interactions among state, tribal, and federal representatives and other stakeholders, and to bolster understanding of the TRI Programs. In conjunction with these conferences, ECOS will also organize and promote an exhibit hall for demonstrations of TRI related technology. In addition to the TRI National Training Conference, ECOS will coordinate two online training workshops annually tailored to specific TRI audiences. In the area of clearinghouse, ECOS will establish a password-based TRI discussion forum through which various non-federal organizations, the general public, and federal representatives can post discussion items, position papers, and original research on an array of TRI-related topics and provide commentary and feedback. This forum will serve as a "one-stop shop" for TRI stakeholders interested in sharing and building their understanding of the program. In addition, ECOS will devote at least two full editions of its monthly online publication – *ECOS Green Report* – to the discussion of key TRI issues during the course of the grant term, and will run 6-10 articles annually in *ECOSWIRE*, its weekly newsletter distributed to members and others, and post these items on the discussion forum.

Capacity Building

Through its committees (Air, Water, Waste, Cross-Media, Compliance, and Planning) and forums and workgroups, ECOS has an existing vast network of non-federal partners with whom it has undertaken numerous joint initiatives on toxics and waste reduction, data

management, and other areas. Among these entities are the National Governors Association, National Association of Clean Air Agencies, Association of State and Interstate Water Pollution Control Administrators, Association of State Drinking Water Administrators, Association of State and Territorial Solid Waste Management Officials, National Pollution Prevention Roundtable, Ozone Transport Commission, Northeast Waste Management Officials Association, International City/County Management Association, National League of Cities, Environmental Law Institute, Association of State and Territorial Health Officials, environmental justice and tribal organizations, environmental groups, industry groups, and others.

ECOS proposes to tap into its existing network to identify and develop relationships with non-federal organizations who can demonstrate an effective presentation, dissemination, understanding, and better use of TRI and other toxic chemical data for individual communities. Specifically, ECOS will develop a LISTSERV to keep all TRI partners abreast of key developments surrounding the TRI program as well as planned workshops and conferences (as discussed in the Education and Outreach section) and the availability of new documents and features available on the discussion forum (as discussed in the Clearinghouse section). To augment its LISTSERV, ECOS will obtain information from its own databases, past TRI National Conference attendee lists, and the EPA TRI Program. ECOS will also obtain contact information from universities, tribes, local government organizations, and environmental justice groups to broaden the field of contacts. To develop relationships with key partners, ECOS will participate in phone conversations and face-to-face meetings. In addition, ECOS will post a link to the EPA TRI program on its website and will encourage other non-federal parties to do so as well.

ECOS will arrange for the presentation of TRI information at regular and special national meetings of associations (as well as regular ECOS membership meetings) in order to develop ties and promote general awareness and visibility of the TRI Program among non-federal stakeholders. For example, ECOS might coordinate a presentation by an EPA TRI Program official or state TRI official at the National Pollution Prevention Roundtable's Environmental Summit, at the annual meeting of the National Environmental Information Exchange Network (Exchange Network), at the EPA co-sponsored Resource Conservation Challenge Meeting (which draws a large number of state attendees), or at the Cross-Media Committee or Waste Committee session of the ECOS Spring or Annual Meeting.

Education and Outreach

ECOS has worked with several EPA offices and programs to organize meetings on a variety of topics during the last 15 years, and has successfully cosponsored TRI National Training Conferences for the last five years that have been highly rated by participants. The association has organized large conferences and small meetings independently as well as in conjunction with EPA and other federal and state agencies and non-governmental organizations. ECOS is particularly aware of TRI issues and the importance of working with stakeholders and implementers.

ECOS proposes to work once again with the EPA TRI Program to organize and conduct annual TRI National Training Conferences that seek to increase interactions among state, tribal, and federal representatives, and other stakeholders and to bolster understanding of the TRI Programs. The first meeting will be held during a two-and-a-half-day period in early 2009, and subsequent meetings will be held in 2010, 2011, 2012, and 2013.

The first two days of each meeting will be devoted to interaction among EPA Headquarters TRI Program staff and the regional TRI Program coordinators, other federal attendees, students, and representatives of states, tribes, non-profit groups (including a significant number of environmental justice organizations), industry, environmental groups, and news outlets. The last half day will focus on coordination issues between EPA and the states and will involve TRI Program representatives and state attendees. In conjunction with the conferences, ECOS will also work with EPA to organize and promote an exhibit hall for demonstrations of TRI-related technology. In accordance with the expressed wishes of past participants, these demonstrations would be held for approximately two hours on both the first and second days of the conference (perhaps mid-day to promote a high level of participation).

Prior to the meeting, ECOS will consult with national and regional EPA TRI staff, state and tribal representatives, and other stakeholders to select topics and jointly establish an agenda for the meeting. Exchange of information and ideas related to the TRI Program will be the core purpose of the meeting. Key issues will include implementation and coordination with TRI Program staff, states, tribes, and other federal regulators. ECOS will identify appropriate state and non-federal speakers and coordinate sessions involving them. ECOS will run the registration process, field all registration-related questions, and inform state and tribal representatives and covered non-federal speakers about reimbursement procedures. ECOS will work with EPA's contractor to coordinate logistics with the hotel pre-selected by the contractor. ECOS will prepare a presentation by the ECOS Executive Director or other ECOS representatives and assist in the presentations of other state speakers. ECOS will develop a compilation of materials for the meeting to include a final agenda, list of registrants, speaker biographies, evaluation form, information on area dining and transportation options, and other meeting materials. ECOS will support supplemental EPA efforts at the meetings such as the blog activity conducted at the 2008 TRI National Training Conference. Throughout the year, the ECOS project manager will maintain contact with the TRI project officer on a regular basis. Beginning five to six months prior to each annual meeting, ECOS will participate with EPA TRI Program staff in weekly or biweekly conference calls to discuss meeting planning. To help fund the conference, ECOS will solicit meal sponsorships by any interested entity and will charge a nominal registration fee (see Detailed Budget Narrative).

At the meeting, ECOS staff will attend sessions and take notes and will meet with key attendees. In addition, ECOS will run registration, be available to provide support to participants during meetings and breaks, help ensure that hotel logistics run smoothly, and post presentations and other meeting materials on its web site.

Within 15 days of the meeting, ECOS will compile an overall evaluation summary in addition to summaries broken down by type of attendee. Within 15 days, ECOS will also post a final list of attendees on its web site, handle hotel invoicing, and participate in conference calls with EPA TRI Program staff to discuss the meeting evaluation, lessons learned, and ideas for improvement. Within 30 days following the meeting, ECOS staff will compile a draft report summarizing the meeting, including action items identified during the sessions, as well as a one-page executive summary. EPA will have 30 days following the submission of the draft report to provide comments. Within seven days of EPA's review, ECOS will distribute the final report and executive summary to participants and other interested parties. Should EPA TRI Program staff so desire, these materials would be posted on the ECOS web site and TRI discussion forum.

ECOS anticipates that it will cover travel and registration costs for 50 state, tribal, and ECOS staff representatives and non-federal speakers at the 2009 TRI National Training Conference. ECOS acknowledges that the money used for administering the TRI meetings are the taxpayers' money, and will manage the funds in prudent and accountable ways. ECOS will communicate the travel procedures to these participants and assist them in the process. Participants will be responsible for making their own travel arrangements and booking hotel rooms prior to the hotel deadline for the group rate. ECOS does not impose restrictions on the airlines the participants may use, but will ask them to choose the least expensive option when similar choices are available. ECOS will reimburse state and tribal participants and non-federal speakers for expenses that are directly attributable to attending the meeting. Such expenses are limited to:

- Airline/train fare, except for any upgrade class of travel;
- Cost of travel to/from the airport/train station (e.g. shuttle, bus, taxi, airport parking);
- Cost of meals according to the federal government per diem reimbursement rules.
- Automobile transportation will be reimbursed at the current rate per mile, only when the vehicle is used to travel to the meeting location. In the case of a trip over 500 miles, when a car is used as a personal preference, reimbursement will not exceed the lowest applicable airfare. A rental car at a reasonable cost can be used only with advance approval from ECOS. We will not reimburse car rental for local transportation only.
- Registration fee

Standard reimbursement forms will be available at every TRI meeting in hard copy, and via email in electronic format. The participants will mail the signed form to ECOS, along with all receipts over \$25. ECOS will process reimbursement claims within 15 days of receipt.

In addition to the TRI National Training Conference, ECOS will coordinate two online training workshops annually tailored to specific TRI audiences. ECOS will invite past attendees of the National Training Conference and others in its newly developed LISTSERV to participate. ECOS will work with EPA TRI Program officials to identify topics of interest. These may range from policy matters (such as improving collaboration with the environmental justice community, public health groups, or other nations) to technical matters (such as the use of various EPA TRI web-based applications and

reporting systems and the TRI State Data Exchange). ECOS will develop and distribute agendas, invite speakers, and handle logistics for the workshops. Online training workshops will be held approximately four months prior to and four months following each National Training Conference beginning in mid-2009.

Clearinghouse

ECOS has solid experience in the area of online information exchange, having developed along with EPA the Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory data, including TRI information. Along with EPA, ECOS also developed the Website for Ideas and Solutions on Environmental Information and Regulatory Innovations (WISER), a secure electronic workplace developed for use by employees of state environmental agencies and EPA geared toward sharing ideas and information about information management and other topics of mutual interest. In addition, ECOS has developed online clearinghouses such as the "Innovation and Sustainability in the States" database.

Drawing on this experience, ECOS will establish a password-based TRI discussion forum through which various non-federal organizations, the general public, and federal representatives can post discussion items, position papers, and original research on an array of TRI-related topics as well as provide commentary and feedback. This online discussion forum will serve as a "one-stop shop" for TRI non-federal stakeholders interested in sharing and building their understanding of the program. By providing Internet address links to the EPA TRI Program and various federal and non-federal organizations as well as compliance assistance providers who use TRI, it will create vital linkages among parties. It is also envisioned that the information, expertise, and feedback provided through the online discussion forum will facilitate research by non-federal organizations on how to use TRI and other toxic chemical information. By accessing the discussion forum, researchers will have real-time access to current data and research as well as the opportunity to vet their findings with experts in the field. The discussion forum will also provide a mechanism for customer feedback in order to determine if activities developed under this cooperative agreement are useful and effective.

ECOS will make its own contributions to the clearinghouse. These will include (but not be limited to) the posting of at least two full editions of its extended-topic monthly online publication – *ECOS Green Report* – on a key TRI issue or research of interest in the course of the grant term. In addition, ECOS will post on the discussion forum six to ten TRI articles annually published in *ECOSWIRE*, its weekly newsletter distributed to ECOS members, EPA senior management, and others.

Responsible Institutions

ECOS will assume responsibility for all functions described within the project summary above. As in the past, however, ECOS will work cooperatively with the EPA TRI Program to develop themes and agendas for the TRI National Training Conferences.

ECOS also will rely on EPA to supply and operate LCD projectors and laptops at the National Training Conferences (in order to avoid unnecessary hotel rental fees).

Estimated Time Line for Tasks

July 2008—conduct introductory meetings with EPA TRI Program officials staff and key TRI stakeholders, develop LISTSERV, post link to the EPA TRI program on the ECOS website and encourage other non-federal parties to do so, announce TRI National Training Conference via LISTSERV, set themes and formats for online training workshops and TRI National Training Conference in coordination with EPA, solicit meal sponsorships for conference (ongoing throughout year), begin development of online discussion forum and solicit ideas and research

August/September 2008—continue meetings with EPA TRI Program officials and key stakeholders (ongoing throughout year), seek opportunities to present TRI data and information at national meetings of associations, begin setting agenda items and inviting state and tribal speakers for TRI National Training Conference in coordination with EPA, work with EPA to coordinate exhibit hall for conference (ongoing through conference), announce workshops and online discussion forum via LISTSERV and solicit input, complete initial development of online discussion forum

October/November 2008— send first TRI speaker(s) to a national meeting attended by a large number of non-federal parties (ongoing throughout year), begin biweekly or weekly meetings with EPA TRI Program officials on TRI National Training Conference (ongoing through conference), issue first draft agenda for conference in coordination with EPA and distribute via LISTSERV, open registration for conference, handle conference invoicing, issue conference invitation to states and tribes and non-federal speakers detailing reimbursement procedures, launch online discussion forum and solicit feedback on conference agenda via forum, write and post first *ECOSWIRE* article(s) on online discussion forum (ongoing throughout year)

December 2008/January 2009—issue new versions of conference agenda in coordination with EPA, maintain a conference registration database to share with EPA, respond to conference registrant inquiries (ongoing through conference), prepare conference materials for handout folders, work with EPA's contractor to coordinate logistics with conference hotel (ongoing through conference), coordinate audio-visual equipment for conference with EPA, begin development of first online training workshop with input from EPA

February/March 2009—pre-conference: issue a final conference agenda in coordination with EPA, complete preparation of printed conference materials and nametags, prepare announcement of first online training session for conference as well as LISTSERV and online discussion forum during conference: handle note-taking, registration, and hotel interface and trouble-shooting, post presentations and related meeting materials on ECOS web site and online discussion forum post-conference: handle registrant invoicing, process state and tribal reimbursements, handle hotel invoicing, present EPA with

evaluation summaries within 15 days, discuss conference evaluations and lessons learned with EPA TRI Program officials, issue thank you letters to sponsors and non-federal speakers, present EPA with conference summary and executive summary within 30 days

April/May 2009—issue final conference summary and executive summary within seven days of receipt of comments from EPA, develop and issue final agenda for June or July online training workshop with input from EPA, begin development of first *ECOS Green Report* article on online discussion forum

June 2009—conduct first semi-annual online training workshop

Years 2-5—similar timeline with continued annual National Training Conference support, coordination and hosting of semi-annual online training workshops, support of LISTSERV and TRI speakers at national meetings, development and refinement of online discussion forum, and publication of a *ECOSWIRE* articles on TRI and a second *ECOS Green Report* on a TRI-related topic

ii. Description of the associated work products to be developed.

Work products to be developed include:

- LISTSERV containing at least 1,000 e-mail addresses from ECOS' own databases, past TRI National Conference attendee lists, and the EPA TRI Program. ECOS also will obtain contact information from universities, tribes, local government organizations, and environmental justice groups to broaden the field of contacts;
- TRI presentations at national meetings attracting a large number of non-federal participants (to be developed cooperatively when appropriate by ECOS and the EPI TRI Program);
- TRI National Training Conference materials to include invitations and sponsorship solicitations, an annual presentation by the ECOS Executive Director (or other designated official), presentations by other state and stakeholder participants, agenda, speaker bios, evaluation form, list of registrants, evaluation summaries, meeting summary, executive summary;
- Online training workshop materials to include invitation, agenda, and presentations;
- Online discussion forum with various features (including a research page and feedback pages)
- Six to ten *ECOSWIRE* articles annually on TRI developments distributed to ECOS members and senior EPA staff and posted on the ECOS web site and online discussion forum;
- At least two full editions in the course of the grant term of the extended-topic monthly online publication *ECOS Green Report* on a key TRI issue or research of interest, posted on the ECOS web site and the online discussion forum.

iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.

Public Benefits

This project will provide a variety of public benefits ranging from increasing public access to information to improving evaluation of environmental initiatives. In the broadest terms, by building capacity and providing education and outreach, the project will promote right-to-know principles by helping to advance the TRI program. More specifically, the capacity building, education, and outreach activities such as the annual TRI National Training Conference, online training events, and LISTSERV will provide non-federal audiences with an opportunity to attain a greater understanding of TRI and other related data and information. This increased knowledge will help them use TRI and other toxics data to evaluate the effectiveness of environmental initiatives such as the National Partnership for Environmental Priorities or National Environmental Performance Track. It will also provide state and local government agencies with a basis for changes to and the creation of regulations.

In addition to these benefits provided through the conferences and training events, the clearinghouse and providing one-stop access to a wide variety of information about TRI data and its use will provide numerous public benefits by increasing access to TRI and other toxic chemical information to non-federal organizations. Improving access to this information will help empower citizens to hold companies and government accountable for how toxic chemicals are managed. Additionally, the clearinghouse and information available through it will help the public, government officials, and industry identify priorities and opportunities to work to reduce toxic chemical disposal and other releases and to reduce the associated potential risks. The increased availability of information will also help these groups to establish reduction targets and to measure progress towards reduction goals.

Overall, this project will benefit the public by increasing the environmental community's knowledge of toxic chemicals, which will lead to improved control of these substances.

Potential Audiences Served

As ECOS' primary focus is working with state environmental agencies, the staff at state environmental agencies will clearly be served by this project through activities such as the annual TRI National Training Conference, the clearinghouse, and other education and capacity building activities. In addition to serving the state environmental agency audience, this project, by improving access to information through the LISTSERV, clearinghouse, online trainings, and annual conferences, will serve a broad audience of stakeholders including industry, other state agencies such as public health agencies, local governments, nonprofit environmental and public health organizations, and members of the public.

iv. Description of the roles of the applicant and partners, if any.

ECOS will independently carry out all functions described within the scope of work described outlined in sections i. and ii. As noted under Responsible Institutions above, ECOS will rely on the expertise and contributions of EPA TRI Program staff in the areas of joint theme development, agenda-setting, preparation of EPA staff presentations, and development of broad themes for the online discussion forum.

v. Description of the applicant's organization and experience related to the proposed project.

Description of ECOS

ECOS is the national non-profit, non-partisan association of state and territorial environmental agency leaders. The purpose of ECOS is to improve the capability of state environmental agencies and their leaders to protect and improve human health and the environment of the United States of America. ECOS believes that state government agencies are the keys to delivering environmental protection afforded by both federal and state law. Further, ECOS plays a critical role in facilitating a quality relationship between federal and state agencies in the fulfillment of that mission. That role is defined as:

- Articulating, advocating, preserving, and championing the role of the states in environmental management; and
- Providing for the exchange of ideas, views, and experiences among states and with others; and
- Fostering cooperation and coordination in environmental management; and
- Articulating state positions to Congress, federal agencies, and the public on environmental issues.

ECOS is the only national association with state environmental commissioners as its members. Environmental commissioners are responsible at the state level for managing implementation of environmental programs delegated to them under federal statutes by EPA. By working with ECOS, EPA is working directly with the individuals ultimately responsible for the policy and program decisions in state environmental agencies and who directly affect environmental programs.

ECOS is unique as there is no other national organization which can focus on the exact level at which national environmental policy and state implementation intersect. Many other fine organizations with interest in state environmental management exist. These include the National Governors Association, the Council of State Governments, the National Conference of State Legislatures, the Association of State and Territorial Solid Waste Management Officials, the National Association of Clean Air Agencies, the Association of State and Interstate Water Pollution Control Administrators, the Association of State Drinking Water Administrators, and others. But the focus of the first three is much wider than natural resources. Governors and state legislators do not address the environment on a full-time basis, while that is an environmental commissioner's focus. The focus of the other state associations is a far more technical than that of environmental commissioners.

Although ECOS members bring a unique perspective, we work closely with our sister organizations named above, know what help is available where, and know who to call on for specialized assistance. In addition, ECOS has established relationships with other national and regional organizations, such as the International City/County Managers Association, the National Association of Counties, the U.S. Conference of Mayors, and the Northeast Waste Management Officials Association. Moreover, the state environmental commissioners and senior level state agency staff have direct access to other critical branches of government.

Additionally, ECOS has a network of established communications links to state commissioners and their staff which includes an electronic weekly newsletter and regular reports on key issues.

Experience Related to Proposed Project

ECOS has extensive experience related to this proposed project including direct experience co-sponsoring the annual TRI National Training Conference for the last five years. In addition to this experience with the TRI Conference, ECOS has extensive experience coordinating national meetings, coordinating states and other stakeholders on environmental issues, acting as a clearinghouse for environmental information, and working closely with EPA through cooperative agreements. Also, through work on the Exchange Network, ECOS supported the initial development of resources for TRI-state data exchange.

For five years, ECOS has worked with EPA to plan and coordinate the annual TRI National Training Conference. During that time, attendance has grown from 63 state, tribal, and EPA representatives in 2004 to nearly 200 attendees representing states, tribes, EPA, other federal agencies, industry, and other stakeholders.

In addition to our work on the TRI National Training Conference, ECOS has extensive experience sponsoring and coordinating a variety of national meetings. For instance, ECOS organizes two membership meetings each year that bring together state environmental commissioners with EPA and other stakeholders to discuss a variety of environmental and public health issues. Other meetings that ECOS has planned, coordinated, and hosted related to TRI include regular meetings of the Forum on State and Tribal Toxics Action (FOSTTA) from 2002 through 2007 and the Exchange Network National Meetings since 2003. Also, since 1999, ECOS staff has arranged annual and semi-annual membership meetings for the Interstate Technology & Regulatory Council (ITRC). These various meetings have ranged in size from under 100 to over 400 participants.

Through projects that ECOS has supported, we have become experts in coordinating states and other stakeholders on environmental issues. For example, under FOSTTA, ECOS brought together state, tribal, and EPA representatives to enhance understanding and improve collaboration on toxics and pollution prevention issues. Through our work on

mercury-related issues, ECOS has coordinated with environmental groups such as the National Wildlife Federation on gathering and disseminating information about state mercury programs, with industry groups such as the Automotive Recyclers Association and the Steel Manufacturers Association on mercury vehicle switch removal, and with other state associations such as the National Association of Clean Air Agencies on a wide variety of mercury issues. Also, ECOS' support of the ITRC has given us the opportunity to coordinate states, tribes, industry, federal government agencies, academics, and stakeholders to address remediation processes and technologies.

Beyond our experience coordinating states and other stakeholders on environmental issues and coordinating national meetings, ECOS has acted as a clearinghouse for sharing information. For instance, since 2000 ECOS has hosted the Website for Ideas and Solutions on Environmental Information and Regulatory Innovation (WISER), through which state and EPA employees have been able to share ideas and information. Additionally, through our work supporting the Exchange Network, ECOS has operated www.exchangenetwork.net, a clearinghouse for information on the Exchange Network which includes a message board. Also, as part of another grant, ECOS created a searchable database and clearinghouse on innovative programs and projects in the states. This database can be accessed at <http://www.ecos.org/content/innovations>.

vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

The staff at ECOS has the background, experience, and expertise to tackle nearly any environmental topic. The 14 staff members have a combined 11 undergraduate degrees and eight graduate degrees in areas from chemistry to environmental policy to communication media.

Lia Parisien, the proposed project manager for this project, is a Senior Project Manager for ECOS. She has planned more than 20 major meetings for the association since she joined ECOS in 1999, including semi-annual membership meetings, two special meetings spotlighting state environmental achievements, and two cooperative meetings with U.S. EPA (one of which was the 2008 TRI National Training Conference). Parisien also staffs the ECOS Waste Committee and its projects. In her communications role, she serves as Chief Editor of ECOS' publications including the weekly newsletter *ECOSWIRE* and monthly online publication *ECOS Green Report*. She edited the ECOS quarterly journal *ECOStates* for eight years and published three compendia of state environmental innovations. She also serves as ECOS' media liaison and is responsible for maintaining portions of the ECOS web site. Parisien joined ECOS in 1999 from Inside Washington Publishers (Publisher of *Inside EPA*), where she served as Group Manager and Chief Editor of a series of environmental newsletters and newsmagazines. Parisien is a *summa cum laude* graduate of The American University in Washington, D.C. and majored in foreign language and communication media, with a minor in international studies.

All staff and projects at ECOS are overseen by the Executive Director, R. Steven Brown, who helped create ECOS. Brown has been with the organization since 1996, and has been the Executive Director since 2002. Prior to 1996, he worked with the Council of State Government's for 11 years, leading its environment, public protection, and technology programs. He has an MS in Zoology and a MA in English, worked for the State of Kentucky in the air and permits divisions, and spent four years with a private engineering firm.

In addition to the qualifications and expertise of the staff, through our work on various grants and cooperative agreements, ECOS has experience contracting with outside organizations to obtain skills and services that were not available among the employees. Also, through ECOS' membership – the state environmental commissioners – and our network of contacts, ECOS is able to access experts on nearly any environmental issue.

With these staff qualifications, contracting skills, and ECOS' ability to access state environmental experts through our membership, ECOS has the expertise, knowledge, organizational resources to successfully achieve the goals of this proposal.

vii. Budget and estimated funding amounts for each work component/task.

See Part 3.

b. Environmental Results—Outcomes and Outputs

Outcomes

- i. *Encourage facilities and communities to work together to implement pollution prevention practices to reduce overall environmental footprint.* Accomplished through all aspects of the ECOS proposal.
- ii. *Enable all interested stakeholders to obtain necessary TRI information that can help them make informed decisions regarding their specific needs.* Accomplished through all aspects of the ECOS proposal.
- iii. *Increase in diverse public participation at the TRI National Training Conference.* Accomplished through capacity-building efforts including the creation of a broader LISTSERV and presentations at national meetings.
- iv. *Citizens better informed of the potential hazards in their communities.* Accomplished through all aspects of the proposal, particularly the online discussion forum.
- v. *Citizens better educated on how to access specific data and trend information.* Accomplished through all aspects of the proposal, particularly the online discussion forum.
- vi. *Proven increases in the availability of TRI information to new audiences via clearinghouse concepts (link to TRI from NGO web sites, new clearinghouse sites, participation in new conferences, references to TRI in ads, journals, etc.).* Accomplished through the placement of the EPA TRI Program link on the ECOS website and other non-federal websites, the inclusion of various organizations'

- links on the online discussion forum, presentations on TRI-related topics at various national conferences, and articles in the ECOS weekly newsletter and monthly online publication and discussion forum.
- vii. *Increased awareness and better understanding of toxic substances under the Toxic Substance Control Act and the TRI program.* Accomplished through all aspects of the proposal, particularly the TRI National Training Conference.
 - viii. *Increased availability of TRI information through studies.* Accomplished through the online discussion forum and articles in the ECOS weekly newsletter and monthly online publication.

Outputs

- i. *Development and implementation of the non-federal segment of the annual TRI National Training Conference.* Non-federal segment of the annual TRI National Training Conference expected to increase in terms of number of presentations (at least two more each year) and number of attendees (see ii. And v. below) due to capacity-building and clearinghouse efforts.
- ii. *Number of non-federal attendees at TRI National Meetings.* Number of non-federal attendees expected to increase by at least ten in the first year and five in each subsequent year due to the capacity-building and clearinghouse efforts.
- iii. *Number of new non-federal stakeholder groups attending TRI National Meetings.* Number of non-federal stakeholder groups expected to increase by at least seven in the first year and four in each subsequent year due to the capacity-building and clearinghouse efforts.
- iv. *Number of established relationships with key non-federal stakeholders.* Number of established relationships with key non-federal stakeholders expected to increase by ten each year due to the capacity-building and clearinghouse efforts.
- v. *Number of attendees at TRI training workshops.* Number of attendees at TRI training workshops expected to be at least 30 in the first year and to increase by ten in each subsequent year due to capacity-building and clearinghouse efforts.
- vi. *Number of TRI related studies conducted.* Number of TRI studies conducted to increase by two each year due to the online discussion forum.

ECOS plans to measure the success of each of the project outcomes through analysis of evaluations and lists of attendees at the TRI National Training Conference and online trainings. The evaluation form will be broadened to include questions pertaining to each of the desired outcomes. In addition, ECOS will track online discussion forum participation and the number and source of web inquiries in various categories. ECOS plans to measure the success of each of the project outputs by tracking the projected output quantities and comparing them to the benchmark year 2008 and subsequent years under the grant term.

c. Past Performance

Sampling of Recent Federal Awards

Project Title	Agreement #	Award Period
TRI National Annual Meetings	X5-83151901	11/1/2003-10/31/2008
Forum on State and Tribal Toxics Action (FOSTTA)	X-82956901	1/17/2002-1/16/2007
Interstate Technology & Regulatory Council (ITRC)	RT-83326001	10/1/2006-9/30/2011
Environmental Exchange Network Associated Program Support	OS-83278601	11/28/2005-11/27/2007
States Working in Partnership on the Management of Environmental Information	X-83179101	7/1/2004-6/30/2005

i. Programmatic Capability

Below is information on the EPA cooperative agreements listed above and descriptions of (i) whether and how we were able to successfully manage these agreements and (ii) our history of meeting the reporting requirements under these agreements including submitting acceptable final technical reports.

Through the agreements listed above, which range in size from \$480,000 to \$3.15 million over two to five years, ECOS has proven that it can successfully manage large multi-year agreements. To accomplish this, ECOS assigns each grant to a project manager or senior staff member who is responsible for the overall management of the grant and accomplishment of the project. These project managers are all experienced staff members who, in addition to their own skills, have access to support from the office-wide grants manager, senior staff, and support staff of the organization. Also, these project managers all have extensive networks of contacts both in state environmental agencies and with other associations and stakeholders through which they are able to access expanded knowledge and skill bases.

Through the agreements listed above, ECOS is able to demonstrate a history of meeting reporting requirements including submitting acceptable final technical reports. Beyond regular quarterly reports, these agreements have included reporting requirements such as annual reports summarizing meeting activities at TRI National Training Conferences, and producing technical guidance documents and trainings. While several of these grants are still open, those that are closed were closed without incident and submitted final technical reports that were accepted by EPA.

ii. Reporting on Environmental Results – Outcomes and Outputs

Below is information on the federally funded assistance agreements listed above that ECOS performed in the last three years and descriptions of how we documented and reported on progress towards achieving the expected results.

Under the TRI National Annual Meetings agreement, the expected results were two sets of outputs (the hosting of five annual TRI National Meetings and the submission to EPA of a report on each meeting) and one outcome (fostering the exchange of information between states, EPA, and tribes on issues related to TRI). The five meetings held between 2004

and 2008 were successful as evidenced in the growth of participation. In 2004, only 63 participants representing the states, the tribes, and EPA attended. In 2008, there were nearly 200 participants representing states, tribes, EPA, other federal agencies, environmental justice communities, industry, and environmental organizations. A report on each of these meetings was written and submitted to EPA in a timely manner. Demonstrating achievement of the outcome is more difficult, but evidence of the increase in exchange of information on TRI is available in data about use of the ECOS web site. In the time around the past three TRI National Meetings, the number of times that "TRI" was searched for on the ECOS web site has grown rapidly. In the three months around the 2006 TRI meeting, "TRI" was searched for less than 50 times. By 2008, during the three months around the TRI meetings, "TRI" was searched for almost 300 times. This increase demonstrates an increase in the number of people looking to exchange information related to TRI through the annual national meeting.

Under the FOSTTA cooperative agreement, ECOS worked to achieve the outcome of increasing understanding and improving collaboration on toxics and pollution prevention issues among the states and tribes. To reach this outcome, ECOS supported several outputs including organizing 15 FOSTTA meetings that were attended by federal, state, and tribal environmental and public health officials. Also, ECOS published nine issues of *FOSTTAGram* that covered issues related to toxics and pollution prevention. Additionally, the ECOS web site was used to host information related to FOSTTA including meeting announcements, a membership directory, and a library of related documents. Between 2004 and 2007, FOSTTA pages on the ECOS web site were visited an estimated 2,400 times. In addition to these outputs, evidence that the outcome was achieved is apparent through the meeting agendas which show that the sessions provided forums for the exchange of information among states, tribes, and EPA on specific topics including chemical risk reduction, water safety supply issues, and toxic chemicals and pollution prevention issues. This information was documented in and reported to EPA through technical progress and final technical reports.

Through the ITRC cooperative agreement, ITRC, working under ECOS, has developed technical and regulatory analyses and guidance for innovative remediation technologies and strategies and trained people on these technologies and strategies. In the first 18 months of the agreement, eight documents on innovative remediation technologies and strategies have been developed. In that same time, over 50 internet-based training courses have been held through which over 8,000 people have received training. These results were documented through the publication and distribution of the documents and tracking of training participants. They were reported through quarterly reports to EPA and at regular meetings of the ITRC.

Through the Exchange Network cooperative agreement, ECOS supported the continued steady growth and expansion of the Exchange Network. At the time that this agreement was awarded in November 2005, 38 states had operational Nodes on the Exchange Network. The activities under this grant were integral to the following outcomes of the Exchange Network: 50 states and six tribes having operational Nodes and exchanging data with EPA; expanded participation in data exchanges; greater consistency and

interoperability between data exchanges due to Flow Development Assistance and published Exchange Network guidance and best practices; connections to additional partners and communities of interest through expanded outreach efforts to a wider audience; easier development and implementation of data exchanges due to enhanced and updated guidance; and more predictable change management on the Exchange Network with improved operational procedures and processes. These results were documented and reported in quarterly and final technical reports to EPA, through published articles on the accomplishments of the Exchange Network, through the Exchange Network web site, and at meetings such as the semi-annual ECOS membership meetings and annual Exchange Network meetings.

Under the States Working in Partnership on the Management of Environmental Information cooperative agreement, ECOS provided technical assistance to state environmental agencies through knowledge/technology transfer activities and served as a central clearinghouse for state environmental information initiatives/issues. To help develop a collaborative network of states that share information technology assistance and to build state capacity related to information technology, ECOS held five online knowledge/technology transfer workshops. To track state initiatives and communicate state information among interested stakeholders, ECOS developed an online clearinghouse of state environmental information technology and information management initiatives. These results were documented and reported on the ECOS web site, and through quarterly and final technical reports to EPA.

3. Detailed Budget Narrative

Detail of Funding

Total Budgeted Cash Funding – \$1.25 Million over Five Years

Total income for the five-year TRI project is \$1.25 million. Income for the project will come in the form of an EPA grant in the amount of \$200,000 annually for five years and registration fees and meal sponsorships in the amount of \$50,000 annually. Registration fees and sponsorship funds collected by ECOS will be used to offset all hotel logistic costs as well as the registration fees of state and tribal attendees and representatives of non-federal organizations consistent with the RFP. In years four and five of the project, it is hoped that an increased amount of registration fees and sponsorship funds will be collected which can also be directed to help fund the travel costs of state and tribal attendees and representatives of non-federal organizations.

Total In-Kind Support - \$100,000 over Five Years

This project will leverage \$100,000 of in-kind support through ECOS in the form of time contributed by the staff of state environmental agencies. Additional significant in-kind support will be leveraged from other non-federal involvement.